

Missouri
Department
of Transportation



Springfield Area District
3025 East Kearney
M.P.O. Box 868
Springfield, MO 65801
(417) 895-7600
Fax (417) 895-7533
Toll free 1-888 ASK MODOT
www.modot.org

[Date]

[Owner Name]

[Owner Address]

[Owner City], [Owner State] [Owner Zip]

RE: Permit [Permit Number]
[County] County, [Route]

Dear [Owner Contact]:

Enclosed please find your recently submitted application to erect and/or maintain outdoor advertising. Please use reference number [Permit Number] on any future correspondence dealing with this application. Your application is being returned for the following reason(s):

- ☐ Delinquent receivables
- ☐ Incomplete application
- ☐ Required attachments not included
- ☐ Transaction fee not included
- ☐ Incorrect transaction fee
- ☐ Sign size exceeds allowable statutory limits
- ☐ Qualifying business does not meet requirements
- ☐ Location not within 750 feet of a qualifying business
- ☐ Spacing does not meet statutory requirements
- ☐ Proposed location insufficiently staked
- ☐ Other: [Other Reason]

Please expect a refund of the fee (if applicable) within the next twenty (20) working days.

For the purpose of appealing this denial, you have twenty (20) working days from the receipt of this denial to request an informal hearing by the Outdoor Advertising Permit Review Committee. Please submit the request for an informal hearing to the Outdoor Advertising Manager at MoDOT, PO Box 270, Jefferson City, MO 65102.

For additional information regarding outdoor advertising rules and regulations, please log onto http://www.modot.org/business/Outdoor_Advertising. If you have questions or need assistance, please contact me at [Phone Number].

Sincerely,

[Permit Specialist]

[Permit Specialist Title]

Enclosure(s)

Additional forms and information available at http://www.modot.org/business/Outdoor_Advertising

Our mission is to provide a world-class transportation experience that delights our customers and promotes a prosperous Missouri.

Revised 08/2009